

Following are the terms/ instructions for Change/ Modification Request form

- Once the changes are effected in the system, the same would be confirmed through Mail
- The new Signature(s) and/ or DP Operating Instructions would be valid once the changes are updated in the system
- Change request form to be submitted in duplicate
- The company will not be responsible for return/dishonor/non-execution of any Instruction due to change request form yet to be received / processed by the company
- The company will not be responsible for request being rejected or unprocessed or partially processed due to non compliance with the operating instruction or requirements for change request

- ✎ Indicates the place where account holder(s) has to sign
- While requesting for change of Email ID the applicant need to reconfirm the consent for receiving documents and statements in Electronic form
- Applicant selecting the NSEFO segment as Trading preference has to submit the Income proof as mentioned below
- While requesting for Deactivation of NSE FO segment, applicant need to ensure that there is no open FO position in his account
- *In case Change in Mobile No. & Email ID is requested together then the same cannot be processed at the same time. Mobile no. change would be processed first and Email ID would be processed after 2 working days of intimation of change of Mobile no
- *In case Change in Address & Signature is requested together then the same cannot be processed at the same time. Address change would be processed first and Signature would be processed after 2 working days of intimation of change of Address

Documents requirements are (Any one):-

For Change in Address

- Change Request Form duly signed by all the holders.
- Proof of Address (Electricity bill, Telephone bill, Bank verification letter, Bank statement with latest transaction along with cancelled cheque)
- Identity Proof (Pan card, Election card, Valid Driving license, Valid Passport)

For Change in Bank details

- Change Request Form duly signed by all the holders
- Proof of bank (Bank Statement with transaction ,cancelled cheque, Bank passbook with latest transaction)
- Power of attorney duly signed By all the holders
- Identity Proof (Pan card, Election card, Valid Driving license, Valid Passport)

For Change of Signature:

- Client should personally visit to the branch with Proof of identity and bank attestation

For Income proof (NSEFO trading segment):

- Copy of ITR Acknowledgement
- Copy of Annual Accounts
- Copy of Form 16 in case of salary income
- Net-worth certificate
- Salary Slip
- Bank Account Statement for last 6 months reflecting income

FOR OFFICE USE ONLY (Mandatory to be filled by branch official)

Branch Name: _____ Received on : _____

Customer Signature _____ Name of Staff _____

Verified by:

Employee ID: _____

QRC No. : _____ (Sign): _____

(For CBO use only)

Updated by _____

Authorized by _____

Employee ID _____

Employee ID _____